DAP USER GUIDE FOR MAP LENDERS

APPENDIX B – DAP SECURITY AND ACCESS

TABLE OF REVISIONS

Release Number	Release Date	Revision Date	Comments
1.4.7	November 2002	November 2002	Baseline
1.5	March 8, 2003		No revision
1.5.1	March 31, 2003		No revision
1.5.2	September 22, 2003		No revision
1.5.3	November 2003		No revision
1.5.4	December 2003	December 2003	Format and consistency changes; no operational changes

C.1   DAP Security and *Access*

The security in DAP allows two different levels of access to the system. They are the MAP Discipline Assignor, and the MAP user. Only the MAP Discipline Assignor can assign user rights and access privileges, make assignments, and enter new applications.

Table 1 shows these access levels and which levels are required to perform various DAP functions. Initially, each lender office's users will need to be entered into the system in order to obtain access to DAP.

Table 1. DAP User Access by Function

Function	MAP Discipline Assignor	MAP User
Create assignments across offices.	X	
Create assignments within office.	X	
Enter new applications.	X	
Can be assigned work tasks/ assignments.	X	X
Update work tasks assigned to self.	X	X
Update Tracking data.	X	
View sensitive financial information.	X*	X*

The instructions below describe how to enter users and access levels, and delete users. Only users with an access level of MAP Discipline Assignor can perform these activities.

C.1.1   Entering Users and Access Levels

The MAP Discipline Assignor can enter users into DAP and assign users an access level.

To enter users and access levels:

1. Log into DAP.

2. From the menu bar, select **File** and then **Security Maintenance**.

3. The **MAP Contractor Discipline Security** window (Figure 1) displays. The DAP users

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* The user is assigned to a specific discipline.

in your office display on the window. For each user in your office, fields for First and Last Name, Discipline, and Lender ID display on this window.
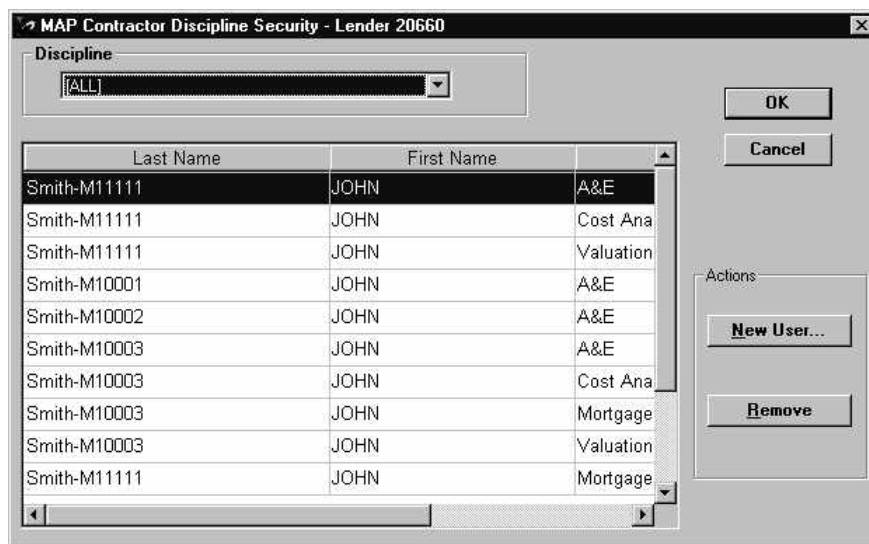

Figure 1. Contractor Discipline Security Window

4. Click [New User...], and the **Select Contractor/Discipline** window (Figure 2) displays.
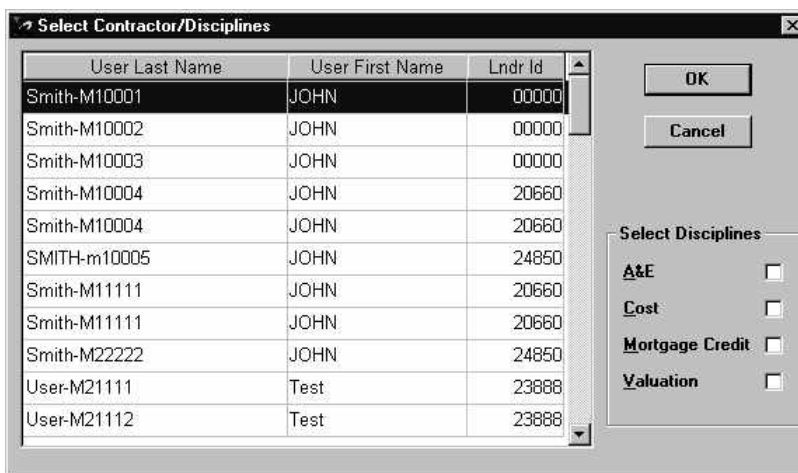

Figure 2. Select Contractor/Discipline Window

> ✎   **Note:** *The user's FHA Connection ID will be their Login ID in the* System Login *field. This is the User ID that the user enters when accessing Shiva or VPN, and opening DAP.*

5. Click the desired field and enter the requested data for the user you are adding.

    OR

    Select appropriate discipline designation for the user.

6. Click [OK] to save changes and close the window.

    OR

    Click [Cancel] to close the window without saving changes, and the new user and corresponding access level are added to your office.

7. Repeat steps 3-5 for each new user you want to add.

C.1.2   Removing Users

The MAP Discipline Assignor can delete users by removing them.

To remove a user:

1. Open the **MAP Contractor Discipline Security** window (Figure 1).

2. Select the user you want to remove.

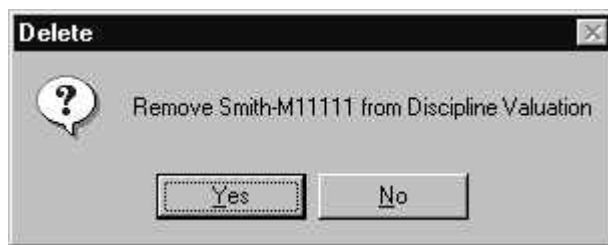3. Click [Remove], and the **Removal Confirmation** window (*Figure 3*) displays.

Figure 3. Removal Confirmation Window

4. Click [Yes] to remove the user.

    OR

    Click [No] to cancel removing the user.